


Print an Invoice

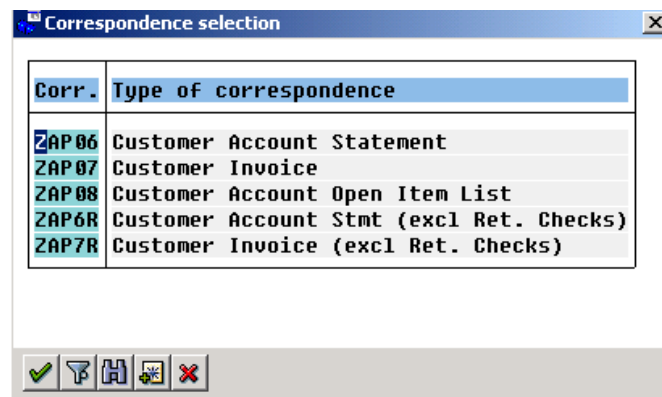
1. This is a two step process. The first step is to **Request (FB12)** the invoice and then the following step labeled **Maintain (F.64)** allows the printing of the document. Use the following menu path to start this process.

Path: Accounting > Financial Accounting > Accounts Receivable > Account > Correspondence > Request

Transaction Code: FB12

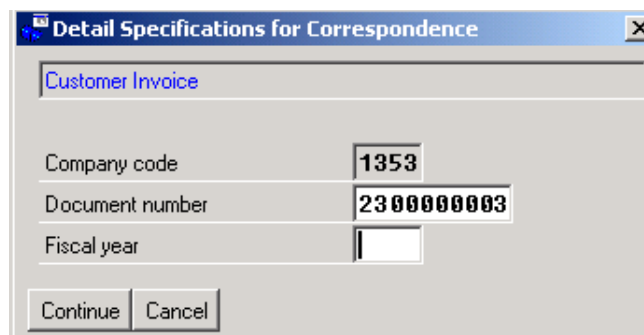
Enter the applicable company code.

Click on the Execute icon  and as the process starts, you will be shown the following pop-up window to allow a choice of what type of correspondence request should be generated.



Corr.	Type of correspondence
ZAP06	Customer Account Statement
ZAP07	Customer Invoice
ZAP08	Customer Account Open Item List
ZAP6R	Customer Account Stmt (excl Ret. Checks)
ZAP7R	Customer Invoice (excl Ret. Checks)

We are requesting that a Customer Invoice be generated so we click on the ZAP07 line and then click the green checkmark icon or just double-click on the **ZAP07 Customer Invoice** line.



Customer Invoice

Company code: 1353

Document number: 2300000003

Fiscal year: |

Continue Cancel

The Company Code will default in and the Fiscal Year will be entered by the system but you must enter the Document Number of the Invoice.

Click on the Continue pushbutton.



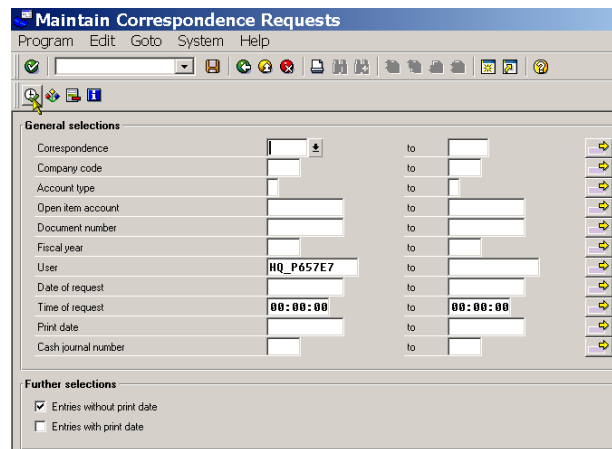
You will receive a status message that the “**Customer Invoice was requested**”


Green Arrow Back out of this screen to the opening SAP R/3 system screen.

2. Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > ACCOUNT > CORRESPONDENCE > MAINTAIN

Transaction Code: F.64

The following screen will appear with the user who created the initial request defaulted.

A screenshot of the SAP 'Maintain Correspondence Requests' screen. The title bar reads 'Maintain Correspondence Requests'. Below it is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. A toolbar contains various icons including a green checkmark, a magnifying glass, and a printer. The main area is divided into 'General selections' and 'Further selections'. 'General selections' includes fields for Correspondence, Company code, Account type, Open item account, Document number, Fiscal year, User (pre-filled with 'HQ_P657E7'), Date of request, Time of request (pre-filled with '00:00:00'), Print date, and Cash journal number. Each field has a 'to' field next to it. To the right of these fields is a vertical column of icons, including a green arrow pointing left. 'Further selections' has two checkboxes: 'Entries without print date' (checked) and 'Entries with print date' (unchecked).

Click on the Execute icon  to see a report with all the Invoice requests listed.

Double click on the individual invoice that you wish to see printed. (The line begins with ZAP07).

This will generate the actual invoice and you will see a Print Preview of the Invoice.

Click on the print icon on the menu bar



The invoice will print on the local printer or on the SAP printer that is part of your personal profile.